

**REGISTRATION FORM
2002 HEARTLAND CONFERENCE**

Registration constitutes a final commitment for the conference. There will be **no reimbursement of registration fees due to cancellation or no shows**. If you are unable to attend, an alternate representative from your agency will be welcome. **NO registrations will be accepted by phone.** Deadline for registration and payment is COB April 22, 2002.

The Early Bird Registration Fee of \$150.00 will be honored if RECEIVED by April 15, 2002. Registration after this date will be \$175.00. Registration fee includes conference attendance, training materials, and continental breakfasts, networking reception, breaks and luncheon. Faxed reservations are accepted IF they contain COMPLETE billing information. Final payment must be in the Federal Executive Board Office prior to the conference date.

Please fax the completed registration form along with purchase order number(s), or one blanket form for several names. If paying by check, fax a copy of the check to the number listed below and the date you will mail it, along with a completed Registration Form(s), then mail the check to the Federal Executive Board at the address provided below.

- Arrangements for individuals with special needs, i.e., interpreter, special meal, **MUST** be made in writing and sent to the Federal Executive Board Office along with the registration form. We suggest participants wear layered clothing to ensure comfort since meeting room climates often vary.

PREFERRED METHOD OF PAYMENT

☐ **Check/Money Order:** Make payable to Federal Executive Board. All returned checks would be subject to a \$25.00 *service fee* to be paid by money order or cashier check.

☐ **Purchase Order(s)/Training Form(s):** Completed forms **MUST** be signed and accompany Registration Form.

☐ **Credit Card:** ☐ **Visa** ☐ **MasterCard**

Credit Card Number: _____

Expiration Date: _____

Name as it appears on Card: _____

(Credit Cards will be processed approximately one (1) week prior to the conference date.)

Name: _____ Title: _____

Agency: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

Please indicate one: ___ Local ___ State ___ Federal/National

Please indicate one: ___ Public Sector ___ Private Sector

Please indicate one: ___ Front Line Staff (direct customer contact) ___ Other Staff

SEND CHECK OR P.O.'S AND COMPLETED REGISTRATION FORM(S) TO:

THE GREATER KANSAS CITY FEDERAL EXECUTIVE BOARD
Heartland Conference, P.O. Box 7303, Overland Park, Kansas 66207
Phone: (816) 823-5100, FAX: (816) 823-5104